

1510.02 Designation of Bargaining Units and Unit Coding

Issued January 1, 1994

SUBJECT: Designation of Bargaining Units and Unit Coding.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To establish unit designations which cover classified and unclassified State workers, as approved by the Civil Service Commission.

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SUMMARY: Each Executive Branch Department and Sub-unit must recognize State of Michigan bargaining units as secured by employee elections.

APPLICABLE FORMS: None.

PROCEDURES:

Unit designations are a combination of union and unit codes assigned to each position. The union code identifies the employee organization that, by election process, has won recognition as the exclusive bargaining agent for the unit. The unit code represents a particular grouping of job classifications having related duties, as established by the definition of the unit. Generally, most positions in a class will have the same unit code. However, the nature of some positions will require their exclusion from the unit. In these instances, to accommodate excluded positions, secondary class codes have been established. Section A of the Civil Service Compensation Plan contains an alphabetical listing of classes and the assigned unit designation.

Union Codes

A Michigan State Employees Association.

C Michigan Corrections Organization.

E Local 31-M, Service Employees International Union, AFL-CIO.

H Michigan Professional Employees Society.

L United Technical Employees Association.

T Michigan State Police Troopers Association.

U American Federation of State, County, and Municipal Employees, Council 25, AFL-CIO.

W United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW).

Y No Exclusive Employee Organization Representation: Classified.

Z No Exclusive Employee Organization Representation: Unclassified.

Unit

Code Unit

01 State Police Enlisted Unit

This unit consists of all non-supervisory, enlisted positions in the Michigan State Police.

02 Safety and Regulatory Unit

Employees are involved in one or more of the following activities: conducting inspections or investigations designed to detect violations of federal or State statutes, rules and regulations; enforcing these rules, regulations or statutes; appraising the grade, condition or sanitation of food, objects, activities or procedures; protection of persons, buildings, grounds or natural resources.

11 Institutional Unit

This unit represents all non-professional, non-supervisory classifications involved in indirect or direct services to the patient or resident, excluding correctional security classifications.

12 Security Unit

This unit includes non-professional employees involved in direct custody and treatment of correctional facility inmates.

21 Scientific and Engineering Unit

Employees in these classes perform work in the areas of the physical and biological science, or in engineering or architecture, through applying principles, theories, practices and methods generally learned in a 4-year or advanced post-secondary course of study.

22 Human Services Unit

Employees in these classes perform work in the areas of counseling, education, rehabilitation, and other assistance for the socially handicapped or disadvantaged through applying principles, theories, practices and methods learned by training in a baccalaureate program or on-the-job or special training.

23 Business and Administrative Unit

Employees in these classes perform work in such areas as personnel, accounting, training, auditing, commercial and business fields, information and other fields relating to business, commercial and administrative support, through applying principles, theories, practices and methods learned by means of a baccalaureate program in business, public administration and similar areas, or on-the-job or special training.

31 Labor and Trades Unit

Generally, this unit includes all non-supervisory positions in the labor and trade services.

32 Technical Unit

Generally, this unit consists of positions which supply support services in the areas of science and engineering.

41 Administrative Support Unit

All occupational groupings are included which engage in technically preparing, transcribing, recording, filing, systematizing, maintaining or routinely dispensing of records, reports, communications and information by manual processes, or in operating various office machines and computerized equipment. This unit also includes employees who use work products from clerical classifications and exercise judgment in the application of statutes, rules, regulations or policies, including positions supporting business and administrative activities.

42 Human Services Support Unit

This unit consists of classes engaged in delivery of human services to clients in Michigan.

50 Pending Unit Assignment

Employees in positions excluded from collective bargaining may be designated as pending unit assignment.

51 Supervisory Unit

Employees in this unit have the authority to hire, assign, transfer, discipline for cause, lay off, recall, promote, reallocate or evaluate other employees, direct them or adjust their grievances, or effectively recommend such actions if in connection with the foregoing. Exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

52 Non-Career

Employees in this category largely are ineligible for collective bargaining. Some agencies have non-career positions which are part of bargaining units. These designations are determined by the Office of the State Employer when positions are established.

98 Managerial Unit

This unit consists of employees who: (a) formulate policy, direct the work of a principal department or agency or major subdivision thereof; or (b) administer and carry out policies and programs of such agencies, or manage, administer and control local branch offices of principal departments, including the physical, financial and/or personnel resources thereof, in order to carry out the mission of the agency; or (c) represent or advise management in legal matters; or (d) adjudicate disputes involving employees or mediate labor-management relations in the public or private sector; or (e) who reasonably may be required, on behalf of the State Employer or the departmental employer, to assist in preparation for or conduct of negotiations with employees; or (f) have a major role in personnel administration labor relations or preparation and administration of budgets at the central level of State government, or for a principal department or major subdivision thereof.

99 Confidential Unit

This unit contains employees who assist, in a confidential capacity, persons who (a) formulate policy, or direct the work of an agency or major subdivision thereof; or (b) reasonably may be required on behalf of the State Employer or the Departmental Employer, to assist in preparation for or conduct of negotiations with employees; or (c) have a major role in personnel administration, labor relations, or preparation and administration of budgets at the central level of State government, or for a principal department or major subdivision thereof.

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Distribution Date: 1-6-97
Procedure 1510.02